



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 19, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Special Education Actual Cost Report Form SE-4096 for the 2011-12 School
Year

The Special Education Actual Cost Report Form SE-4096 will be mailed, under separate cover, to all local and intermediate school district superintendents and public school academy administrators during the last week of July 2012. The purpose of this form is to generate Special Education Headlee Obligation payment under Section 51c of the State School Aid Act.

Local school districts and public school academies need to complete and return the form to their intermediate school district by September 17, 2012. If the local school district or public school academy did not provide any special education programs or services during the 2012 fiscal year, they need to simply check the box, sign the bottom of the form and return it to their intermediate school district. Districts may also access an electronic excel version of the form at: [Office of Special Education, Finance Management](#)

Section 18 of the State School Aid Act requires that all Special Education Actual Cost Reports be submitted to the Michigan Department of Education (MDE), Office of Special Education no later than September 30, 2012. Since September 30 is a Sunday, the reports are due to MDE on the next business day, October 1, 2012. Section 18 imposes a state aid penalty for the failure to submit the Special Education Actual Cost Report.

Questions regarding the completion or filing of the SE-4096 Special Education Actual Cost Report should be directed to Dianne Easterling, Coordinator, Office of Special Education. Ms. Easterling may be reached by calling Office of Special Education, Program Finance at (517) 241-1235, or by e-mail at easterlingd@michigan.gov.

cc: Michigan Education Alliance

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324